

SECTION CLOSED

6-5-47 epp

SAC, Los Angeles

August 28, 1945

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
Field Firearms and Scientific Training Record Card of
Mr. W. Cleon Skousen

There is enclosed the Field Firearms and Scientific Training Record Card of Special Agent W. Cleon Skousen, who is now assigned to your office. He is presently in Grade CAF 12, with salary at the rate of \$5390 per annum.

Enclosure

REGISTERED MAIL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Don

165

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: W. CLEON SKOUSEN
Special Agent

DATE: August 20, 1945

Memorandum

Kindly forward the personnel file of the above-named Special Agent who is presently assigned to this office.

RBH:AB

*Trans. SAC
File Bureau
8-21-45
100-174**300-1
File
Agent**164*

7/21
agt

696
Special Agent in Charge
Los Angeles, California
John Edgar Hoover, Director
Federal Bureau of Investigation
Mr. W. Olson Skousen

August 31, 1945

~~PERSONAL AND CONFIDENTIAL~~

With reference to your memorandum of August 20, 1945, there is enclosed the field personnel file of Mr. Skousen, who is now assigned to your office. Mr. Skousen is presently in Grade CAF 12 with salary at the rate of \$5390 per annum. There is also enclosed a duplicate copy of his property record for your files.

Enclosures

REGISTERED MAIL

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-27-2009

7/21

3
See
BPM
J

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECEIVED

AUG 31 2 21 PM '45

W. CLEON SKOUSEN

LOS ANGELES

AUGUST 13, 1945

The following is a special efficiency report on the above-captioned Special Agent.

Since arriving in the Los Angeles Field Division this agent has been assigned to Selective Service investigation, and recently was assigned to a special squad investigating black market activities.

During SKOUSEN's tenure in the Los Angeles Field Division he has performed an average volume of work on his own initiative and requires a very minimum amount of supervision.

From my observations of this agent, he is outstandingly enthusiastic and conscientious concerning his work and is exceedingly loyal to the Bureau. He has a very pleasing manner and makes a favorable impression on first meeting.

The stenographers rate SKOUSEN as excellent in his dictation, stating that he has his work well organized and dictates accurately at a good rate of speed.

This agent is rated as excellent in his grade.

R. B. HOOD

Special Agent in Charge

WCD:CM

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of August 13, 1945 based on performance during period from June 5, 1945 to August 13, 1945

W. CLEON SKOUSEN
(Name of employee)

Special Agent, CAF 12, \$5390
(Title of position, service, and grade)

Federal Bureau of Investigation, Los Angeles
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----)
(Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) *Effectiveness in planning broad programs.*
- (22) *Effectiveness in adapting the work program to broader or related programs.*
- (23) *Effectiveness in devising procedures.*
- (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- (27) *Effectiveness in promoting high working morale.*
- (28) *Effectiveness in determining space, personnel, and equipment needs.*
- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- (30) *Ability to make decisions.*
- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks-----	Excellent X	Rating official <u>Excellent</u>
Plus marks on at least half of the underlined elements, and no minus marks-----	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks-----	Good	Reviewing official -----
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks-----	Fair	
Minus marks on at least half of the underlined elements-----	Unsatisfactory	

Rated by Special Agent in Charge August 13, 1945
(Signature of rating official) (Title) (Date)

Reviewed by ----- (Signature of reviewing official) ----- (Title) ----- (Date)

Rating approved by efficiency rating committee ----- (Date) Report to employee ----- (Adjective rating)

Handwritten signature/initials

July 25, 1945

Mr. W. Cleon Skousen
Federal Bureau of Investigation
United States Department of Justice
900 Security Building
Los Angeles 18, California

Dear Mr. Skousen:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$5180 per annum to \$5390 per annum in Grade CAF 12, effective July 2, 1945.

Sincerely yours,

John Edgar Hoover
Director

Handwritten: JUL 25 1945

Handwritten: JUL 25 1945

Handwritten: JUL 25 1945 10:09 PM
Stamp: U.S. DEPT. OF JUSTICE
Stamp: READING ROOM

CC: SAC, Los Angeles
CC: CCC: Selective Service
CC: Mr. J. E. Edwards (SOB-6-17-40)
CC: Miss Eitel

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Large handwritten signature/initials

Handwritten: 62

W. CLEON SKOUSEN	Special Agent
ENTERED ON DUTY:	October 26, 1935
SALARY:	\$4,600
OFFICE PREFERENCE:	Los Angeles
EXAMINATION:	91

SAC HOOD:

The above agent has just been assigned to the Los Angeles Office and there has as yet been no opportunity to observe any of his capabilities.

Inspection Report
Los Angeles Office
SAC Hood
June 28, 1945

DIVISION OF
PRESS INTELLIGENCE
O.W.I.
Tempo V Bldg.

PH. _____

SY. 5

Sun
San Bernardino, Calif
191
DATE JUN 10 1945

F.B.I. Agent to Speak at Saints Church Services

Skousen, Back From Washington, Guest of His Congregation

W. Cleon Skousen, an F.B.I. agent, who has returned to Southern California after eight years in Washington, D. C., will speak tonight at the Latter Day Saints church, Natl and F streets. The meeting will begin at 7 and is open to the public.

Mr. Skousen, son of Mr. and Mrs. Royal P. Skousen of 1395 Waterman avenue, with whom he



W. CLEON SKOUSEN

and his wife, the former Jewel Pitcher, and their three children, are visiting, has been active in church affairs in the capital, serving as president of the Washington Stake mission. They plan to make San Bernardino their home temporarily.

SERVED CHURCH

Transferred to the west coast by the federal bureau of investigation, Mr Skousen arrived in time to see his youngest brother, Kenneth, graduate from San Bernardino High school, from which he himself graduated 15 years ago. He is the eldest of eight, all of whom graduated from San Bernardino schools, where for 18 years the Skousen family has been represented.

After completing junior college, he made a two and a half year church mission to England and later received his law degree from George Washington university.

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

Specimen

3-11 RECORDED
8 JUL 14 1945

RG:sea

June 23, 1945

Local Board Number 152
Selective Service System
490 Court Street
San Bernardino, California

RE: W. CLEON SKOUSEN
Order Number 1596

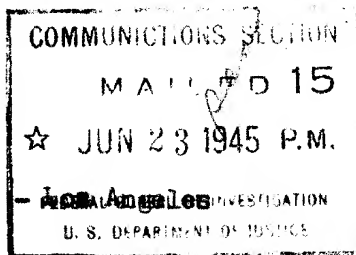
Gentlemen:

I want to advise you that the needs of this service make it necessary to transfer Special Agent Skousen to Los Angeles, California.

This information is furnished to you in order that your records will correctly reflect the principal place of employment of this registrant.

Sincerely yours, *67-2-161*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



J. E. Hoover
John Edgar Hoover
Director
27
af



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 30, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~check money order~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

Cash

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Jewel Skousen Address 3509 Marquette St. Los Angeles Cal.
Relationship wife Dated 6-28-45

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Jewel Skousen Address 3509 Marquette St. Los Angeles Cal.
Relationship wife Dated 6-28-45

*ack
7-5-45
ji*

Very truly yours,

Melvin Skousen
Special Agent

*files
W. J. Ree*

FEDERAL BUREAU OF INVESTIGATION
U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 12 1945

TELEMETER

movement

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease

Leahy
Clerk
4345

WASH FROM LOSA12 12 632 P

DIRECTOR FOUTINE

ELSE. SA W. CLEON SKOUSEN ARRIVED LAFO TERRITORY FOUR PM JUNE
FIVE. ON ANNUAL LEAVE UNTIL JUNE TWENTY. IN EMERGENCY NOTIFY
JEWEL PITCHER SKOUSEN, WIFE, ONE THREE NINE FIVE WATERMAN AVENUE
SAN BERNARDINO, CALIFORNIA, ALSO PRESENT ADDRESS OF AGENT:

18 JUN 28 1945

ALF

67-6762-160

Searched	Recorded
Indexed	Filed
JUN 16 1945	
FEDERAL BUREAU OF INVESTIGATION	

cc Mr. Glavin
movement

4-1-45
12-1-45

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 152 91
 San Bernardino County 071
 152
 490 Court Street,
 San Bernardino, California
 (Local Board Date Stamp With Code)

5-30-75
 (Date of mailing of Notice of Classification to Registrant)

You are advised that—

(First name)

(Middle name)

(Last name)

Order No. 1596 has been classified in Class 2A

until 12-20-75, 19_____
 (Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 59
 (Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-37588-2

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 152 91
 San Bernardino County 071
 152
 490 Court Street,
 San Bernardino, California
 (Local Board Date Stamp With Code)

5-30-75
 (Date of mailing of Notice of Classification to Registrant)

You are advised that—

(First name)

(Middle name)

(Last name)

Order No. 1596 has been classified in Class 2A

until 12-20-75, 19_____
 (Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 59
 (Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-37588-2

JSR:mjb

SAC, LOS ANGELES

June 4, 1945

✓ JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

W. CLYDE SKOUSEN, SPECIAL AGENT
ADMINISTRATIVE FIREARMS TRAINING

In confirmation of the firearms status of the above-named Agent, please be advised that he was afforded specialized firearms training at Quantico, Virginia, and is now authorized to conduct field office firearms training.

Handwritten signature/initials

Handwritten date: JUN 4 1945

Handwritten number: 158

Large handwritten checkmark

RECEIVED - TRAINING ROOM
JUN 4 5 01 PM '45

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Handwritten signatures and initials

Office Memorandum • UNITED STATES GOVERNMENT

HLS:kjs

TO : MR. CLEGG *dp*

DATE: May 31, 1945.

FROM : *8* H. L. SLOANSUBJECT: W. CLEON SKOUSEN
SPECIAL AGENT
ADMINISTRATIVE FIREARMS TRAINING

This is to advise that the above named Special Agent received Administrative Firearms Training, at Quantico, Virginia, from May 7-12, 1945.

Based on the performance of the work performed by him, his knowledge of Bureau guns, courses, Safety Rules, and ability to handle other Agents, it is recommended that he be authorized to conduct Field Office Firearms Training.

157
45
dp *WHS*

June 15, 1945

~~PERSONAL AND CONFIDENTIAL~~

Mr. W. Cleon Skousen
Federal Bureau of Investigation
900 Security Building
Los Angeles 13, California

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Quantico, Virginia, on April 27, 1945.

This report reflects the following physical defects:

*Defective vision in the right eye 20/40;
left eye 20/30 - corrected to 20/20 in
each eye.
Nasal septal spur*

The Board of Examining Physicians of the United States Naval Hospital recommends that you secure inoculations for *Smallpox, Typhoid, Tetanus*. The Bureau suggests that this be done by you after consultation and with the advice of your family physician. The Bureau is desirous of being advised when this has been done.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
cc: SAC, Los Angeles

8 JUN 16 1945

**RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE**

NAME J. Cleon Skousen AGE 32 YEARS, 3 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: married NUMBER OF CHILDREN 3
FAMILY HISTORY none

HISTORY OF ILLNESS OR INJURY none

HEAD AND FACE normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) normal

DISTANT VISION RT. 20/12, corrected to 20/20

LT. 20/15, corrected to 20/20

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS none

EARS: HEARING RT. WHISPERED VOICE 15/15' * CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS none

NOSE septal spur

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS normal

TEETH AND GUMS (disease or anatomical defect): normal but crooked

MISSING TEETH 6, 11, 19

NONVITAL TEETH n

PERIAPICAL DISEASE n

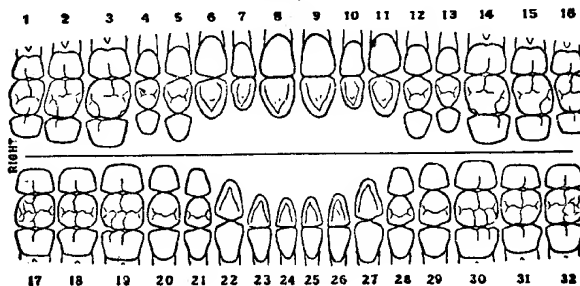
MARKED MALOCCLUSION n

PYORRHEA ALVEOLARIS n

TEETH REPLACED BY BRIDGES n

DENTURES

REMARKS



C. P. Harkin
(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE medium

TEMPERATURE 98

CHEST AT EXPIRATION 39

HEIGHT 69

CHEST AT INSPIRATION 35

WEIGHT 162

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 34

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS normal

NECK (abnormalities, thyroid gland, trachea, larynx) normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) pes planus

THORAX (size, shape, movement, rib cage, mediastinum) n
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. n

CARDIO-VASCULAR SYSTEM n
HEART (note all signs of cardiac involvement) n

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 106
AFTER EXERCISE 108 DIASTOLIC 60
THREE MINUTES AFTER 78
CONDITION OF ARTERIES good CHARACTER OF PULSE reg.
CONDITION OF VEINS good HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) normal

GENITO-URINARY SYSTEM normal
URINALYSIS: SP. GR. 1.028 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE none

NERVOUS SYSTEM normal
(organic or functional disorders)
ROMBERG neg. INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL present DEEP (knee, ankle, elbow) present TREMORS none
SEROLOGICAL TESTS negative BLOOD TYPE _____
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1930
TYPHOID PROPHYLAXIS: NUMBER OF COURSES 1
DATE OF LAST COURSE 1 30

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS none

CAPABLE OF PERFORMING DUTIES INVOLVING full PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____

W. M. Lenke
Lt. Comdr. USNR

DATE OF EXAMINATION 4/27/45

W. CLEON SKOUSEN
Special Agent, CAF 12, \$4600
EOD - June 17, 1940
Under transfer to Los Angeles

This report is being submitted in view of Special Agent Skousen's transfer to the Los Angeles Office. There has been no change since the preparation of the annual efficiency report on March 31, 1945. The same things contained therein still apply.

Agent Skousen has had the general supervision over "FBI This Week" and "The Investigator" and has handled a number of very special tours and speaking engagements and has done considerable original writing, all of which were handled in a highly satisfactory manner. He definitely has administrative and executive ability and should be kept in mind for further advancement in the Bureau's work. He has had well-grounded experience in the Field and also at the Seat of Government and is thoroughly familiar with all matters pertaining to the Bureau's operation and Bureau policy. He is entitled to a rating of Excellent.

Wm

155

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of 5-26-45 based on performance during period from 4-1-45 to 5-26-45

W. Cleon Skousen Special Agent, CAT 12
(Name of employee) (Title of position, service, and grade)

U. S. Department of Justice, FBI, Division 4, Crime Records Section
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		

- | | |
|---|---|
| ----- (1) Maintenance of equipment, tools, instruments. | ----- (21) Effectiveness in planning broad programs. |
| ----- (2) Mechanical skill. | ----- (22) Effectiveness in adapting the work program to broader or related programs. |
| ----- (3) Skill in the application of techniques and procedures. | ----- (23) Effectiveness in devising procedures. |
| ----- (4) Presentability of work (appropriateness of arrangement and appearance of work). | ----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| ----- (5) Attention to broad phases of assignments. | ----- (25) Effectiveness in directing, reviewing, and controlling the work of subordinates. |
| ----- (6) Attention to pertinent detail. | ----- (26) Effectiveness in instructing, training, developing subordinates in the work. |
| ----- (7) Accuracy of operations. | ----- (27) Effectiveness in promoting high working |
| ----- (8) Accuracy of final results. | ----- (28) Effectiveness in determining space, pe and equipment needs. |
| ----- (9) Accuracy of judgments or decisions. | ----- (29) Effectiveness in setting and obtaining |
| ----- (10) Effectiveness in presenting ideas or facts. | ----- (30) Ability to make decisions. |
| ----- (11) Industry. | ----- (31) Effectiveness in delegating clear authority to act. |
| ----- (12) Rate of progress on or completion of assignments. | |
| ----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no) | |
| ----- (14) Ability to organize his work. | |
| ----- (15) Effectiveness in meeting and dealing with others. | |
| ----- (16) Cooperativeness. | |
| ----- (17) Initiative. | |
| ----- (18) Resourcefulness. | |
| ----- (19) Dependability. | |
| ----- (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDER

- (A) -----
----- (B) -----
----- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent	Rating official <u>Excellent</u> <input checked="" type="checkbox"/>
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	Reviewing official -----
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by M. A. Jones Chief, Crime Records 5-26-45
(Signature of rating official) (Title) (Date)

Reviewed by ----- Assistant Director -----
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee ----- Report to employee -----
(Date) (Adjective rating)

LAH:MAD

May 7, 1945

~~CONFIDENTIAL~~

RE: E. CLION SKOUSEN
SPECIAL AGENT

Mr. L. B. Nichols
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

The above-named Agent attended an In-Service training course
from April 23, to May 5, 1945.

He attained the following grades:

Notebook	Very Good
Written Examination	98
Technical Equipment Qualifications	Good
Hip Shooting	94
Practical Pistol Course	92
Shotgun	90
.30 Rifle	90
Machine Gun	95

Very truly yours,

John Edgar Hoover
Director

cc: N. Cleon Skousen
Division Four

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAY 1945
1945
MAY 17 PM '45

JAN 10

Office Memorandum • UNITED STATES GOVERNMENT

EPM:BG

TO :

MR. TOLSON

DATE: May 24, 1945

FROM :

H. R. CLEGG ✓

SUBJECT:

W. CLEON SKOUSEN
SPECIAL AGENT

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Carson	
Mr. Hendon	
Mr. Harford	
Mr. Jones	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

This is to advise that Special Agent W. Cleon Skousen was afforded training as an Inspector's assistant on May 21 and 22, 1945. Mr. Skousen is believed to be qualified to assist in the course of field office inspections.

St R C

RECORDED
JUN 2 1945

67-69602-154	
Sent	Recorded
Searched	Checked
Indexed	Filed
6 MAY 29 1945	
FEDERAL BUREAU OF INVESTIGATION	

3-*rw*
Ehr

Office Memorandum • UNITED STATES GOVERNMENT

TO : CLYDE A. TOLSON

DATE: May 7, 1945

FROM : H. H. CLEGG

SUBJECT:

Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

SPECIAL AGENT W. C. SKOUSEN
IN-SERVICE TRAINING COURSE NO. 56
FROM 4-23-45 TO 5-5-45
EOD - 6-17-40
GRADE - CAF--12
SALARY - \$4600
ASSIGNED TO - DIVISION FOUR

MOOT COURT TRAINING

ABILITY TO TESTIFY:

QUALIFIED X

NOT QUALIFIED _____

PHYSICAL EXAMINATION AFFORDED: Yes

GRADES ATTAINED:

NOTEBOOK - Very Good
WRITTEN EXAMINATION - 98

HIP SHOOTING - 94
PRACTICAL PISTOL COURSE - 92
SHOTGUN - 90
.30 RIFLE - 90
MACHINE GUN - 95
GENERAL FIREARMS ABILITY - Very Good

TECHNICAL EQUIPMENT QUALIFICATIONS:

Good

REMARKS: An excellent appearance. Skousen is mature. He testified in a most satisfactory manner on both direct and cross-examination. He was entirely at ease and made an excellent witness.

G. H. Treadwell

INSTRUCTOR

The Firearms Instructor reports that this Agent has a very good knowledge of weapons, is average in demeanor, interested, tries hard, does his share of work, is attentive strict in observance of safety rules, deliberate; and very good in marksman-ship, general ability, and knack and skill. He is qualified to go on Raids and Special Details.

REMARKS: Interviewing official - L. A. Hince

Skousen makes an excellent appearance and has a very pleasant, confident personality. He expressed appreciation for being permitted to attend In-Service School and stated that it was a great improvement over schools he had previously attended. Skousen also pointed out that he was very appreciative for the transfer to Los Angeles which was recently given to him.

I think Skousen has undoubted supervisory ability. He has particularly good qualifications as a speaker. I think we should be able to use him in police school assignments at Los Angeles when his physical condition improves.

Status: Excellent

*Noted
Clegg*

H. H. Clegg

April 19, 1945

Mr. A. C. Barnett
Membership Secretary
Young Men's Christian Association
1736 G Street, Northwest
Washington 6, D. C.

Dear Mr. Barnett:

It was a real pleasure to receive your thoughtful letter of April 16, 1945, regarding the talk which Special Agent W. Cleon Skousen gave before the staff conference of the Young Men's Christian Association. I was glad that his address was enjoyed by your associates and by you and if at any time in the future we can be of assistance please do not hesitate to communicate with us.

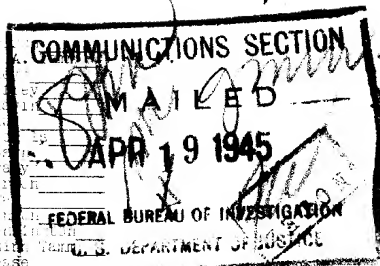
With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

CC - Mr. Skousen

APR 19 3 32 PM '45
RECEIVED-DIRECTOR
F B I
DEPT. OF JUSTICE



[Handwritten signatures and initials]

President, Alfred H. Lawson
First Vice Pres., Dr. Carson P. Frailey

Seco
Tr. ce Pres., Floyd D. Akers
r, Lanier P. McLachlen

Assistant Treasurer, E.
Recording Secretary, F
Idings
Nettleship

General Counsel, Walter M. Bastian
General Secretary, Leonard W. De Gast

CENTRAL BRANCH

R. E. Myers, Executive Secretary

ADDRESS REPLY TO 1736 G ST., N. W., WASHINGTON 6, D. C.

YOUNG MEN'S CHRISTIAN ASSOCIATION

OF THE
CITY OF WASHINGTON

COMMITTEE OF MANAGEMENT

DEPARTMENTS

BOYS WORK

F. Henry Jones, *Chairman*
R. H. Gaber, *Director*

BUSINESS

L. P. McLachlen, *Chairman*
E. S. LaFetra, *Secretary*

DORMITORY

L. T. Breuninger, *Chairman*
F. C. Hillyard, *Secretary*

MEMBERSHIP

Wm. C. Hanson, *Chairman*
E. A. Drumm, *Asso. Secretary*

PHYSICAL EDUCATION

Dr. C. P. Frailey, *Chairman*
R. W. Foster, *Director*

Dr. Chester W. Holmes

Chairman

Randolph G. Bishop

T. J. Frailey

George E. Harris

George T. Heckert

L. Gordon Leech

F. G. Macarow



Don MacDonald

H. E. Mangum

H. B. Niece

Arthur C. Pearson

Kelvin Shivers

Ross H. Snyder

W. C. Woodward

DEPARTMENTS

RELIGIOUS WORK

Wm. N. Payne, *Chairman*
Page McK. Ephson, *Director*

EDUCATIONAL

George A. Lewis, *Chairman*

Southeastern University

Jas. A. Bell, Ph.D., *President*

Woodward School

Leroy J. Maas, *Head Master*

UNITED SERVICE

ORGANIZATION

Irving J. Phillipson,

Chairman

Vesper A. Smith, *Director*

A CENTURY OF SERVICE

April 16, 1945

J. Edgar Hoover, Director
Federal Bureau of Investigation
9th and Pennsylvania Avenue, N. W.
Washington, D. C.

Dear Mr. Hoover:

Mr. Cleon Skousen, Special Agent of the F.B.I., spoke at the Staff Conference of the Y.M.C.A. this morning, at my request. I express the sentiments of the entire staff in informing you that Mr. Skousen gave an excellent talk regarding crime and the ways that the Y.M.C.A. can assist in the prevention of it. I also wish to extend our appreciation to you for allowing such a competent speaker to appear before our staff.

Cordially,

A. C. Barnett

A. C. BARNETT

Membership Secretary

ACE/mb

151

Office Memorandum • UNITED STATES GOVERNMENT

LBN:HRM

TO : MR. TOLSON

DATE: April 6, 1945

FROM : L. B. NICHOLS

SUBJECT: *W. C. Skousen* (M)
W. C. Skousen, Special Agent
 Assigned - Crime Records Section
 CAF-2, \$4600
 E.C.D. - 6/17/40 *JR - San Bernardino*

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Coffey	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Carson	✓
Mr. Egan	✓
Mr. Hendon	✓
Mr. Pennington	✓
Mr. Quinn Tamm	✓
Tele. Room	✓
Mr. Nease	✓
Miss Beahm	✓
Miss Gandy	✓

Mr. Skousen entered the Bureau's service as a messenger on December 24, 1935, and as an Agent on June 17, 1940. He was assigned to the field from August 6, 1940, until April 4, 1941, when our Communications Section bogged down and we brought him in to head it up. Later on he was in charge of the Messenger Room, the Mail Room, the Reading Room, and served as personnel assistant in the Records and Communications Division. His services were outstanding. In reducing the number of supervisors his work was absorbed, and he was transferred to the Crime Records Section where he has done an exceptionally good piece of work.

Recently Mr. Skousen has been ill, and he now informs me that he has stomach ulcers, and the doctors have insisted that he ease up a little. Mr. Skousen is extremely conscientious and works under considerable nervous tension when he has things that have to be done. He is one of the best speakers in the Bureau. He is thoroughly loyal and thoroughly enthusiastic and has considerable possibilities for continued development. In discussing his personal situation with him I inquired whether he would prefer being returned to a field assignment until he had completely recovered from his ulcers. He stated that he would but that he would never ask for a transfer as it was his desire to do whatever the Bureau wanted him to do.

His home, prior to coming to Washington, was Los Angeles. As a matter of fact, he owns his own home in Los Angeles. Los Angeles is his office of preference. Since he does need additional field experience I would like to recommend that he be transferred to the Los Angeles Office. He will give a good account of himself wherever he is, and since he has always put the Bureau's interests first I have no hesitancy in recommending that he be assigned to the Los Angeles Office. His summary is attached.

Attachment

or

4-7

4

OK

H.

transfer orders prepared
 4-7-45

pam & deb

150

76

mlw

March 3, 1945

Mr. W. Cleon Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

I was most pleased to learn that some very fine comments were received concerning your recent address at a Parent Teachers Association meeting.

You may well take pride in knowing of the favorable impression you made and I want to personally express my appreciation to you for your efforts in this regard and for the excellent fashion in which you are performing your duties.

Sincerely,

CC - Mr. Nichols

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

ANNUAL

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (x) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

W. Cleon Skousen Special Agent, CAF 12, \$4600
(Name of employee) (Title of position, service, and grade)

U. S. Department of Justice, FBI, Division Four, Crime Records Section
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- | | |
|--|---|
| <input type="checkbox"/> (1) Maintenance of equipment, tools, instruments. | <input checked="" type="checkbox"/> (21) Effectiveness in planning broad programs. |
| <input type="checkbox"/> (2) Mechanical skill. | <input type="checkbox"/> (22) Effectiveness in adapting the work program to broader or related programs. |
| <input checked="" type="checkbox"/> (3) Skill in the application of techniques and procedures. | <input type="checkbox"/> (23) Effectiveness in devising procedures. |
| <input type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work). | <input checked="" type="checkbox"/> (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| <input checked="" type="checkbox"/> (5) Attention to broad phases of assignments. | <input checked="" type="checkbox"/> (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| <input checked="" type="checkbox"/> (6) Attention to pertinent detail. | <input checked="" type="checkbox"/> (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| <input type="checkbox"/> (7) Accuracy of operations. | <input checked="" type="checkbox"/> (27) Effectiveness in promoting high working morale. |
| <input checked="" type="checkbox"/> (8) Accuracy of final results. | <input type="checkbox"/> (28) Effectiveness in determining space, personnel, and equipment needs. |
| <input checked="" type="checkbox"/> (9) Accuracy of judgments or decisions. | <input type="checkbox"/> (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| <input checked="" type="checkbox"/> (10) Effectiveness in presenting ideas or facts. | <input checked="" type="checkbox"/> (30) Ability to make decisions. |
| <input checked="" type="checkbox"/> (11) Industry. | <input checked="" type="checkbox"/> (31) Effectiveness in delegating clearly defined authority to act. |
| <input checked="" type="checkbox"/> (12) Rate of progress on or completion of assignments. | |
| <input checked="" type="checkbox"/> (13) Amount of acceptable work produced. (Is mark based on production records? <u>no</u>) (Yes or no) | |
| <input checked="" type="checkbox"/> (14) Ability to organize his work. | |
| <input checked="" type="checkbox"/> (15) Effectiveness in meeting and dealing with others. | |
| <input checked="" type="checkbox"/> (16) Cooperativeness. | |
| <input checked="" type="checkbox"/> (17) Initiative. | |
| <input checked="" type="checkbox"/> (18) Resourcefulness. | |
| <input checked="" type="checkbox"/> (19) Dependability. | |
| <input checked="" type="checkbox"/> (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent	Rating official <u>Excellent</u>
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by W. Jones Chief, Crime Records 3-31-45
(Signature of rating official) (Title) (Date)

Reviewed by _____ Assistant Director _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

W. CLEON SKOUSEN
Special Agent, CAF 12, \$4600
EOD - June 17, 1940
Assigned - Crime Records

By
2-1-43
Special Agent Skousen has been assigned to the Crime Records Section since August 1, 1944, and prior to that time was in charge of the Communications Section. Agent Skousen has an excellent appearance, a winning personality and an abundance of enthusiasm. He has had general supervision over The Investigator and FBI This Week since his assignment in the Section and has done an outstanding job on each. The Investigator has been made considerably more appealing to Bureau employees and FBI This Week has been changed so that it is more readable and much more interesting than it was in the past. He has developed two of the girls of the Section to the point where they can handle much of the work on these two publications.

Agent Skousen is one of the best speakers in the Bureau and has given a number of speeches in Washington and vicinity during the past year. Frequently he has been invited for other speeches by those who were present at a particular meeting. He has given quite a number of lectures before Bureau employees and has handled all of these in a uniformly good manner. In addition he has taken quite a number of special visitors through the Bureau on tours and his work in this regard is outstanding.

During the year Special Agent Skousen has done considerable research and original writing. He recently did outstanding work in his memorandum summarizing the growth and development of the Bureau. He has a very good style and his articles have been very well prepared.

Agent Skousen is well versed in the Bureau's work and really has the FBI at heart. He has made a most valuable contribution to the Crime Records Section and I feel he should be kept in mind for possible advancement in the future. Without doubt he could serve creditably at the present time as an Assistant SAC in a small office. He was recently commended by the Director in connection with a speech before a local PTA. His work should be rated as Excellent.

Office Memorandum • UNITED STATES GOVERNMENT

LBN:HBM

TO : MR. TOLSON

FROM : L. B. NICHOLS

SUBJECT: W. CLEON SKOUSEN, SPECIAL AGENT

DATE: February 15, 1945

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

As you know, Agent Skousen has been used on speaking engagements in numerous instances in the past. He has always made a very favorable impression, and the reaction to his speeches has been above average.

A few weeks ago, at the invitation of Bill Hackett, the secretary to Congressman Crawford, Mr. Skousen addressed a PTA meeting. Several members of the Seventh Day Adventist Colony at Takoma Park attended this meeting.

This morning Hackett told me that there has been universally fine comment among the Seventh Day Adventists, and a group has approached him to see if there would be any possibility of getting Mr. Skousen some time within the next month or so to speak on juvenile delinquency at a meeting of their school teachers, preachers, parents, etc. In fact, they even discussed with Hackett Mr. Skousen's religious background and the possibility of getting him away from the Bureau into the ministry.

I think that this is a very fine compliment which has been extended to the Bureau and one of its representatives.

MAILED
FEB 17 1945

67-147

Fin.
d.

Suggest letters
of commendation
JPN

Letter prep
3/1/45
mla

31 FEB 23 1945

JPN